

City of Redmond, Washington
Purchasing Division, M/S: 3SFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Request for Qualifications

The City of Redmond is seeking qualifications from an exceptional team of professionals that can develop an award winning master plan for an interdisciplinary project that will reconnect and help revitalize Downtown Redmond. This corridor will include light rail transit, a regional trail, utilities, new road crossings and pedestrian connections, and more.

RFQ 10207-10/CHA

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Qualifications.

Project Overview

The City of Redmond seeks a team of consultants led by landscape architects and urban designers and assisted by planners, civil engineers, environmental scientists, public involvement experts, artists and others. This project has a very stringent schedule that cannot be deviated from in order to meet City and partner decision making deadlines and project deadlines with regulatory implications. This project will require a significant level of coordination between internal City of Redmond departments and City of Redmond partners within the Burlington Northern Santa Fe (BNSF) Rail Corridor, which include Sound Transit, King County, Puget Sound Energy (PSE), and Cascade Water Alliance (CWA). In addition, the project will require engaging the public and other stakeholders such as landowners and potential new project partners.

The scope of work for this project is attached, as Attachment A (included within this scope of work is Exhibit 1, reference to Attachment B and Attachments C & D) and shall be incorporated into this RFQ by this reference. The project website contains links to all of the documents referenced in the scope of work:

<http://www.redmond.gov/insidecityhall/parksrec/parksplanning/BNSF/BNSF.asp>

Proposed Timeline

Pre-Submittal Meeting	4/5/10
Statement of Qualifications Due	4/15/10
Consultant Interviews	4/26/10 – 4/30/10
Selection/Award	5/4/10
Contract Negotiations	5/5/10 – 5/21/10
Contract Finalized	6/4/10
City Council Review & Approval	6/15/10
Contract Execution	6/25/10

Due Date/Time

3:00 PM (local time) on Thursday, April 15, 2010. The City of Redmond – Purchasing Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710, fax: 425-556-2185. Questions that are received after April 12, 2010 may not be answered.

Optional Informational Meeting

The City will hold an informational meeting on **Monday, April 5, 2010 at 3:00 PM – 4:00 PM, local time, PST at Redmond City Hall, City Council Chambers, 15670 NE 85th Street, Redmond, WA 98052)** to learn more of about the project and to ask relevant questions about this RFQ. Participation in this meeting is optional element of the submittal process and is not considered mandatory.

Response Requirements & Format

All costs for developing proposals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

1. Project Understanding – Summarize your team’s understanding of the project, its scope and how the team plans to address the challenges of the project, and unique qualities of the team as it relates to the project (2 pages maximum).
2. Team Description - Provide an organizational chart or similar explanation of team members’ roles and responsibilities; include a summary of each firm on the team including the office locations, number of staff and area of expertise (2 pages maximum).
3. Key Team Members Resumes – Identify each team member by name; explain their role on this project, their strengths to the team and their relevant project experience. Include a one page resume for each team member. *Staff resumes will not be included in page count.*
4. Adherence to Schedule – Show the ability of the team to meet the proposed project schedule including confirmation of staff availability (1 page maximum).
5. Relevant Project Experience - Provide five (5) examples of similar projects that emphasize urban regional trail development with intense landscape and urban design, working with multiple stakeholders to coordinate numerous capital projects, developing a signature design that will become integral in the redevelopment of downtown. Experience with rails to trails projects is preferred. Technical capabilities will also include urban planning, multi-modal transportation, engineering design, civil design, critical areas analysis, environmental review, public involvement, and topographical survey. Projects shall include examples that assigned team members completed. Each referenced project description should include: a list of project team members (all firms and key team members for the project), client, project name and location, project duration, project budget, project status and reference name, telephone number, email

and project description. Please state whether or not the project was completed within the project budget and schedule (5 pages maximum).

6. Methodology - Using the City's scope of work, provide further development of the team's specific methodology for the project (5 pages maximum).
7. Business Name - Proposals must be in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate the place and date of incorporation.
8. Number of Copies - The City requires seven (7) printed response copies, unbound, and not exceeding a total of 15 pages (please double side your pages) in length as identified above and one electronic copy on CD (not to exceed 20MB). Requested project staff resumes must be attached to the response as an Appendix and do not apply against page count. In keeping with the City's environmental sustainability efforts, do not bind your proposal, nor include binders, report covers or unrequested indexing/divider pages. Use of recycled content paper is preferred.
9. Business License - Provide a statement to the effect that the respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A City business license application can be found at: <http://www.redmond.gov/insidecityhall/finance/buslicense/applt.asp>
9. Valid Time Period - Provide a statement indicating the number of calendar days the proposal shall be valid (the City's minimum number of days is 60).

Selection & Award

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given. A selection committee will review and evaluate all proposal base on the below criteria with the intention of identifying firms to be invited to provide a presentation and interview supporting their proposal. The selection committee will rely primarily on the content of the proposals submitted in selection of finalists and, therefore, respondents must emphasize specific information identified as pertinent to the project (listed in the above Requirements & Format section) and include all requested information.

Upon selection of a Consultant, the City intends to enter into an agreement using its standard, Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment E, and shall be incorporated into this RFQ by this reference.

Evaluation Criteria	Weight
<u>Project Understanding</u> : Demonstration of thorough understanding of project scope and how the team plans to address the challenges of the project, and unique qualities of the team as it relates to the project	15
<u>Team Description</u> : Complete & Comprehensive organizational chart or similar explanation of team members roles and responsibilities, including summary of each firm on the team, office locations, number of staff and area of expertise	15
<u>Key Team Member Resumes</u> : Combination of team members that meet the	15

interdisciplinary needs of this project and represent the team's strengths and unique qualities	
<u>Project Schedule/Deadlines</u> : Demonstration of ability of the team to meet the proposed project schedule including assigned staff availability	15
<u>Relevant Project Experience</u> : Demonstration of Consultant's relevant experience with projects of similar scope and size	25
<u>Methodology</u> : Demonstration of comprehensive understanding of this project; identification of ways to engage the City, its partners, and the public in an open process of visioning and reviewing alternatives; and a sound approach that will meet the schedule	15
Total	100 pts

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries

Please direct any questions concerning this Request for Qualifications, the City's requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

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Purchasing Manager
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